



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

FEB 19 2014

OFFICE OF THE
CHIEF FINANCIAL OFFICER

MEMORANDUM

SUBJECT: FY 2015 Budget Release and Appropriations Hearings – **Fact Sheets**

FROM: Pamala List, Director,
Formulation, Control and Policy Staff
Office of Budget

Jim Blizzard, Senior Policy Advisor
Office of Congressional and Intergovernmental Relations

TO: Senior Budget Officers
Regional Comptrollers
Regional Congressional Liaisons
Regional Public Affairs Directors

Background

This is the annual request for fact sheets which will be used to support the Administrator, during the FY 2015 Budget Release and Congressional appropriations hearings. These hearings will address both policy and budget issues for the Agency. Hearings have currently been scheduled for the House Energy and Commerce Committee, the House Appropriations Committee and the Senate Appropriations Committee. A hearing has not yet been scheduled for the Senate Environment and Public Works Committee. **We may ask for additional fact sheets and/or updates as we get closer to the actual hearing dates and member polling begins.**

Budget Release	March 4, 2014
HEC	March 25, 2014
HAC	March 27, 2014
SAC	April 9, 2014

Fact Sheets

We will use the same fact sheet format as used for both the budget release and the hearings outlining your general and regional Member-specific issues (see Attachment). Fact sheets should be produced to address any recent or upcoming press issues stemming from correspondence with Congressional members. Additionally, we have included a list of priority program projects as a guide in developing your fact sheets. These program projects have been identified as focus areas for FY 2015, and fact sheets should be prepared for each program project area. As in previous years, National Program Managers are

responsible for issues of national significance. Regional fact sheets are necessary for member specific issues for all hearings.

Fact Sheet Submission Schedule

Staff	Action Item	Date
SBOs	Fact Sheets due in OB Lotus Notes Congressional Hearings Database	February 25
Regions	Submit all fact sheets to SBOs	February 25
SBOs	SBO review of Regional Fact Sheets	February 26

Fact Sheet Submission Process

1. Regional Program Offices must provide any fact sheets to their Regional Congressional Liaisons.
2. Each Assistant Administrator and Regional Administrator should personally review all fact sheets prior to submission.
3. Regional Offices should send fact sheets to SBOs for review. SBOs are then responsible for uploading Regional and Headquarter submissions into the Office of Budget Congressional Hearings database.
4. SBOs will have an opportunity to review Regional fact sheet submissions. SBOs must work with Regional Offices to resolve any discrepancies in messaging, policy, funding, etc. prior to finalization. A brief review period has been allotted for SBOs to review Regional fact sheets to ensure messaging is consistent. If SBOs deem that changes are necessary, it is important to work with the respective Region to reach consensus.
5. All fact sheets should be in the OB Lotus Notes Congressional Hearings Database, and ready for Office of Budget review by February 26.

Fact Sheet Format

Fact sheets **MUST** meet the following criteria:

- Limit fact sheets to **one** page in length.
- Include only **one** question per fact sheet.
- Brief, **3-bullet list** for talking points rather than lengthy paragraphs.
- Include resource information where applicable.

If you have any questions regarding this memorandum or require additional information, please contact Talitha Lindo at 202-564-3964.

Attachments:

A: Fact Sheet Template

B: Top Priority Focus Area by Program Project List

cc: Maryann Froehlich
David Bloom
Ed Walsh
Laura Vaught
Nichole Distefano
Joshua Baylson